Operations Specialist (OS)

July 2021

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Introducing

OARS
OCCUPATIONAL ADVANCEMENT REQUIREMENT STANDARDS

MyNAVYHR
Serving Sailors 24/7

United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will
obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend
freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Operations Specialist community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Operations Specialist?

Operations Specialist roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Operations Specialist roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, OS School at Great Lakes, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:

Operations Specialists (OS). OSs operate RADAR, navigation and communication equipment in the Combat Information Center (CIC) aboard ship. The air, surface, and subsurface tactical situations are plotted, observed, evaluated and communicated in CIC. No two OSs will have the same career pattern; however, on average, the successful OS will complete these career milestones in about the same sequence.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	OSCM	21.9 Yrs	CSEL, SEA Facilitator	36	4th Shore Tour Billet: CSEL, Fleet Training Command, Admin/Operational Staff, Dept LCPO. Duty: CSEL, ATG, ATRC, CSCS, CSFTL/CSFTP, OS " A" School, AERR Qualification: ATS/MTS, Combat Systems Team Lead/Warfare Assessor, Training Liason Officer SEA, CDO
23-26	OSCM OSCS	21.9 Yrs 18.0	CSEL, DLCPO, STAFF	48	4th Sea Tour Billet: CSEL, DLCPO, 3M, Staff CSEL, Admin/Operation Staff, DLCPO, Det LCPO Duty: AAMDS, CG, CVN, LHD, LHA, ESG, Staff (CSG/DESRON/NECC, NSW) Qualification: CSEL, TAO, ICO, CDCWO, CICWO
20-23	OSCM OSCS OSC	21.9 Yrs 18.0 14.5	CWO, CSEL, CMDCS	36	3rd Shore Tour Billet: ECM/TECHAD, Admin/Operational Staff, LCPO. Duty: BUPERS, ATG, CSCS, Fleet Training Command. Qualification: MTS, ATS. CSEL, SEA, CDO/ACDO, ADWC, AAWC, SUWC, Warfare Coordinator
16-20	OSCS OSC OS1	18.0 Yrs 14.5 9.5	LDO, CWO, OCS, MECP, CSEL, RDC, Recruiting, Instructor, AAMDS	48	3rd Sea Tour Billet: AICS, ASTACS, Dept/Div LCPO, CICWO, USTAC, CSSE, LCAC Oper, Admin/Operation Staff Duty: Ship, Craft Unit, CCSG, CVW Staff (CSG/DESRON/ESG) Qualification: CSEL, SEA, CICWO/CDCWO, Warfare Coordinator CSTT, Navigator, Craft Master, EKMS Manager, ICO

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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
12-16	OSC OS1	14.5 Yrs 9.5		36	2nd Shore Tour Billet: LCPO/LPO. Duty: Fleet Training Command (ATG, ATRC, CSCS, CSFTL/CSFTP, A School), Admin/Operational Staff Recruiting, RDC, FACSFAC, SSCPAC. Qualification: GCCS WO, ICO, FNS, MTS, ATS, SDO, CRICO, ADWC, AAWC, SUWC
8-12	OS1 OS2	9.5 Yrs 3.7		60	2nd Sea Tour Billet: LPO, WCS, Air Controller, LCAC Navigator, Ship, Craft Unit, Staff (CSG/DESRON/ESG). Qualification: GCCS Oper./WO, COP ADV, TDC, LPO, Watch Sup, Watch Officer
4-8	OS2 OS3	3.7 Yrs 2.2	STA-21, OCS, MECP, RDC, Recruiting, Instructor	36	1st Shore Tour Billet: Admin/Operational Staff Duty: Instructor, Recruiting, RDC FACSFAC, SSCPAC, GAAC. Qualification: GCCS, TDC, ATS, MTS, MRICO, ASDO
1-4	OS3 OSSN	2.2 Yrs 1.1	STA-21, OCS, MECP, Naval Academy, NROTC	54	1st Sea Tour Billet: Operator. Duty: Ship. Qualification: RADAR Oper, Track Sup, Watch Sup, GCCS Oper, TDC, SCAC, Shipping, Piloting, Air Controller
1+/-	OSSN OSSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

Notes:

1. "A" School NOT required.

2. Tour at BUPERS 3 as an Enlisted Community Manager (ECM) are for high-performing E8s or E9s. It is a highly competitive tour requiring thorough understanding of the Rating and manning and manpower policies. ECMs handle multiple Ratings affecting tens of thousands of Sailors, adjudicate Career Waypoints applications, develop and present advancement quotas, school quotas, accession and strength policies and initiatives for community health. Special consideration should be taken if SCVM is fulfilling and has documented performance in this position.

3. Tour at PERS as an "OS" Rating Detailer It is a highly competitive tour requiring thorough understanding of the Rating, manning and manpower policies. Special consideration should be taken if SCVM is fulfilling and has documented performance in this position.

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4. Harbor Pilot, LCAC Navigator and Craftmaster is a special program that requires an arduous and extended training program to qualify, with billets that have increased responsibility.

5. Consideration should be given to sailors who have displayed sustained superior performance while serving in Naval Special Warfare (NSW) assignments. These assignments include but are not limited to Naval Special Warfare Command, NSW Groups, NSW Units, SEAL Teams, Boat Teams and NSW Logistical Support Units. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career.

Considerations for advancement from E6 to E7

1. Sea Assignments (all)
   - Should be LPO or Work Center Supervisor
   - ESWS or any warfare devices available at current command
   - Should be qualified Piloting, Shipping, Watch Officer (BATTLE, BMD, CDC, CIC, TOP)
   - Should be Qualified Warfare Coordinator (AAWC, ADWC, ASUWC)
   - **Advanced Qualifications (AICS, AIC, ASTAC, ICO, LCAC Navigator)
   - Should be Qualified CIC/CDC Team Member (ASW, BMD, LRTT, NSFS, RADNAV/Sea & Anchor Team, SAR)
   - Qualified Training Team Member with documented performance (ATTT, CSTT, DCTT, SNTT/STT, ITT, LCCTT)
   - Documented Command Collateral Duty performance (Watch Bill Coordinator, CFL, Career Counselor, DAPA, SAPR)
   - Documented FCPOA performance whether elected position or involvement Sailor 360 involvement
   - Documented Sailor 360 performance whether elected position or involvement
   - CICWO, ADWC/AAWC, SUWC Qualified
   - Assistance Watchbill Coordinator

2. Shore Assignments (all)
   - Training Commands (Afloat Training Group, AEGIS Training and Readiness Center, Center for Surface Combat Systems, Expeditionary Warfare Training Group, Navy Expeditionary Combat Command, Navy Education and Training Command)
   - Detailer
   - RDC (Should attain MTS at completion-all ranks)
   - Recruiter (should be LPO)
   - Training Teams (NFMT/CSCS/EWTG/NECC/NETC)
   - ATG (ATS/MTS completion)
   - Instructor Duty, Course Curriculum Model Manager (C2M2) or equivalent (Shall attain MTS qualification, if assigned to Afloat Training Group Command shall attain ATS qualification)
   - Documented FCPOA/Sailor 360 performance whether elected position or involvement
   - Documented Command Collateral Duty performance (ATS/MTS Coordinator, CFL, Career Counselor, DAPA, MWR, SAPR
   - OOD (I/P) or Staff Duty Officer

Considerations for advancement from E7 to E8

1. Sea Assignments (all)
   - Should be Div, Det or Dept LCPO
   - Should be qualified Piloting and Platform Specific Watch Officer (BATTLE, BMD, CDC, CIC, TOP)
   - Should be qualified Platform Warfare Coordinator (AAWC, ADWC, ASUWC, FNS)
   - Should be qualified Command Training Team Leader (CSTT, ITT, LRTT, SNTT/STT, LCCTT) with documented performance

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- Section leader, and other outside the normal scope (ie ATTWO)
- ESWS or any warfare devices available at current command
- Documented CPO/CPOA involvement whether elected official or involvement CPOA involvement
- Documented Command Collateral Duty performance (CFL, CMEO, CRT, DAPA, MWR, SAPR)
- Documented Sailor 360 involvement whether elected position or involvement
- Enlisted watchbill coordinator/Section Leader
- Senior Enlisted Section Leader (SESL) (CVN)

2. Shore Assignments (all)
- Detailer, Rating Specialist
- TYCOM or ISIC assignment (Force "OS"/AIC/DESRON ASTAC)
- Instructor Duty, Div LCPO of Instructors (should attain MTS)
- Fleet Area Control and Surveillance Facility (MRICO, ICO, OPAREA Scheduler)
- LCPO OS "A" School/"C" School
- RDC
- Training Teams (NFMT)
- ATG (CSTL)
- CDO Qualified
- Documented FCPOA/Sailor 360 performance whether elected position or involvement
- Documented Command Collateral Duty performance (ATS/MTS Coordinator, CFL, Career OOD (I/P) or Staff Duty Officer

Considerations for advancement from E8 to E9

1. Sea Assignments (all)
- Dept or Det LCPO/Senior Enlisted Advisor (Aegis Ashore/Staff)
- Should be qualified Platform Specific Watch Officer (BATTLE, BMD, CDC, CIC, TOP)
- Should be qualified Force or Platform Specific Warfare Coordinator (AAWC, ADWC, ASUWC, FNS)
- TAO, Section Leader, and other outside the normal scope (ie ATTWO).
- Qualified Air Controller (AIC, AICS, ASTAC, SENIOR ASTAC) with documented performance
- ESWS or any warfare devices available at current command
- Should be qualified CSTT/ITT/LRTT/SNTT/LCCTT Leader. Repair locker leader or other Damage Control organization involvement
- CPO/CPOA Leadership Position with documented impact
- SAILOR 360 Leadership Position with documented impact
- Documented Command Collateral Duty performance (Acting CMD/CSEL, CFL, CMEO, DAPA, MWR, SAPR)
- Battle Watch Captain with documented impact
- Enlisted Senior Watchbill Coordinator with documented performance

2. Shore Assignments (all)
- DLCPO/SEL at large training command
- Head Detailer/Special Programs/ECM Tech Ad
- Sailor 360 involvement
- ATG/NFMT
- TYCOM
- RDC
- CDO Qualified, or Staff Duty Officer

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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	OSCM	20.1 Yrs	CMDCM	N/A	Billet: CMDCM, Unit SEL, Flag Staff SEL Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: N/A **Strategic Support: National Navy Reserve Policy Board or Navy Reserve Policy Board Member. SELRES/FTS E7 & E8/E9 Selection Board Panel Member.**
23-26	OSCM OSCS	20.1 Yrs 18.4	CMDCM, CMDCS, SEA.	N/A	Billet: CMDCM, Unit SEL. Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: CDO, JOC/TOC/Command Center Watch Officer. **MOB: IA to a Joint Billet or NSW Support Billet.** **Strategic Support: National Navy Reserve Policy Board or Navy Reserve Policy Board Member. SELRES/FTS E7 & E8/E9 Selection Board Panel Member or Recorder.**
20-23	OSCM OSCS OSC	20.1 Yrs 18.4 14.0	CWO, CMDCM, CMDCS, SEA.	N/A	Billet: Department LCPO, Unit SEL. Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: CRS Small Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, Unit (CMEO, DAPA, CFL). **MOB: IA to a Joint Billet or NSW Support Billet.** **Strategic Support: National Navy Reserve Policy Board or Navy Reserve Policy Board Member. SELRES/FTS E7 & E8/E9 Selection Board Panel Member or Recorder.**

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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
16-20	OSCS OSC OS1	18.4 Yrs 14.0 10.5	LDO, CWO, OCS, SEA, CMDCS, Canvasser Recruiting.	N/A	Billet: Department LCPO, Unit SEL. Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: **EXW, ESWS, CRS Small Boat Coxswain/Patrol Leader,** Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, Unit (CMEO, DAPA, CFL). **MOB: IA to a Joint Billet or NSW Support Billet. SELRES/FTS E7 Selection Board Panel Member or Recorder.**
12-16	OSC OS1	14.0 Yrs 10.5		N/A	Billet: Division CPO Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff. Qualification: **EXW, ESWS, CRS Small Boat Coxswain/Patrol Leader,** Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, Unit (CMEO, DAPA, CFL).
8-12	OS1 OS2	10.5 Yrs 4.7		N/A	Billet: Any Available (LPO, ALPO) Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: **EXW, ESWS, CRS Small Boat Coxswain/Patrol Leader,** Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, LPO/ALPO, N-Code LPO/ALPO, Unit (CMEO, DAPA, CFL).
4-8	OS2 OS3	4.7 Yrs 3.7	STA-21, OCS, Canvasser Recruiting	N/A	Billet: Any Available (ALPO) Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: CRS Small Boat/Security Force, ACDO, LCS I/P POOW, JOC/TOC/Command Center Watch Supervisor
1-4	OS3 OSSN	3.7 Yrs 1.3	STA-21, OCS, NROTC	N/A	Billet: Any Available Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: Specific to Unit's Mission.
1+/-	OSSN OSSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

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Notes:

1. "A" School is not required for this rating.

2. This is not a compressed rating.

3. SELRES OS's should show diversity in billets throughout their careers and include Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and mobilizations in support Sea, Shore and Expeditionary Commands.

4. When able, SELRES Sailors should try to earn a Warfare qualification.

5. Rating NECs:

W14A- Harbor/Docking Pilot
W15A- AN/SYS-2 Integrated Automatic Detection and Tracking (IADT) Systems Operator
701B -   LCAC Radar Operator/Navigator
W16A- W18A - Radar Air Controller - Controls/supervises control of aircraft in tactical operations.
         Operates/supervises operation of radar, NTDS, communications and associated equipment in the
         exercise of air control functions. Participates in search and rescue and aircraft emergency operations.
         Ensures correct positioning of aircraft in specified areas, air corridors and approach or departure
         tunnels.
W16A - Air Intercept Controller
W17A - Supervisory Air Intercept Controller
W18A - USW/SUW Tactical Air Controller (USTAC)
W19A - Sea Combat Air Controller (SCAC)
W20A - USW/SUW Tactical Air Control (USTAC) Leadership
702B -   HARPOON (AN/SWG-1A) Engagement Planning Operator
W21A - Tactical/Mobile (TacMobile) Operations Control (OPCON) Operator

703B -   Joint Tactical Ground Station (JTAGS)/Multi-Mission Mobile Processor (M3P) System
         Operator/Maintainer
704B-   Ship Self Defense System (SSDS) MK1 Operator
705B-   SSDS MK 2 Advanced Operator
W22A- AEGIS Console Operator Track 3
W23A- Multi-Tactical Digital Information Link Operator (TADIL)
W24A - Interface Control Officer (ICO)
706B -   Global Command and Control System-Maritime (4.1) Increment 2 (GCCS-M 4.1 Inc 2) Operator

6. Career enhancing mobilizations should include LPO, department/division LCPO or comparable Joint Assignment.

7. For CPOs and SCPOs, Unit SEL, Department LCPO, Joint Staff assignments while in SELRES status are career enhancing as well as strong performance in challenging command-level collaterals and other qualifications that support command mission.

Consideration for advancement:

E7 Selection Board. Highly competitive candidates for selection as a Chief Petty Officer have met many or all of the following milestones:
- Warfare qualified (based on opportunity/assignment/mobilization)
- FCPOA involvement/leadership
- Unit LPO or DLPO
- Command Collateral (e.g., CFL, Unit CCC, etc.)
- Community involvement

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E8 Selection Board. Highly competitive/most fully qualified candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:
- Warfare qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360 / CPO Initiation committee lead
- Unit LCPO or DLCPO of large command
- SEL
- Command Collateral
- Community involvement

E9 Selection Board. Highly competitive/most fully qualified candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:
- Warfare qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360 / CPO Initiation committee lead
- Unit LCPO or DLCPO of large command
- Command Collateral
- Community involvement
- SEL
- Graduate of Senior Enlisted Academy or other Service Equivalent

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Operations Specialist
Occupational Advancement Requirement Standards (OARS) to E4
NAVEDTRA 44068

NAME:

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

AIR WARFARE (AW) OPERATIONS

Task Objective	** Supv Init	Date
Analyze air contacts		
Assess air contact priorities		
Determine air contact classifications (e.g. checkprints, hails/queries, warnings, etc.)		
Evaluate air contacts		
Maintain aeronautical charts and publications		
Recommend air contact classifications		
Relay aircraft status		
Report air contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)		
Report air engagement Battle Damage Assessments (BDA)		
Request illumination on targets		
Track air contacts		
Update air contact information		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

AMPHIBIOUS WARFARE (AMW) OPERATIONS

Task Objective	** Supv Init	Date
Determine amphibious craft positions		
Plot Amphibious Objective Area (AOA) information		
Report ship-to-shore movements		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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BALLISTIC MISSILE DEFENSE (BMD) OPERATIONS

Task Objective	** Supv Init	Date
Analyze space or ballistic contacts		
Classify space or ballistic contacts		
Evaluate space or ballistic contact information		
Track space or ballistic contacts		
Update space or ballistic contact information		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
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COMMUNICATIONS

Task Objective	** Supv Init	Date
Authenticate tactical signals		
Decode tactical signals		
Encode tactical signals		
Log external tactical communications		
Perform external communications (ship-to-ship, ship-to-shore, ship-to-air)		
Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems		

** Supv Init may be LPO or E5 or above designee

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ELECTRONIC SYSTEMS OPERATIONS

Task Objective	** Supv Init	Date
Configure automatic tracking features		
Configure Command, Control, Computer, Communication, and Intelligence (C4I) systems for operations (watch, prosecution, weapons employment)		
Configure Identification Friend or Foe (IFF) equipment		
Configure informational display systems		
Configure navigation systems		
Configure radar repeaters		
Configure radar settings remotely		
Configure Tactical Air Navigation (TACAN)		
Configure Tactical Display System (TDS) for operations		
Coordinate data link operations		
Evaluate Automatic Identification Systems (AIS) information		
Evaluate radar performance		
Evaluate systems status (e.g. Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)		
Initialize radar repeaters		
Input data into electronic charting systems (e.g. navigational, geographical, emergent, etc.)		
Perform link track correlations		
Process emergency signals		
Resolve identification conflicts		
Verify Identification Friend or Foe (IFF) information		
Verify track identification information		

** Supv Init may be LPO or E5 or above designee

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NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Task Objective	** Supv Init	Date
Convert plotting units of measure (e.g. grid, polar, degrees, etc.)		
Plot targets (e.g. grid method, polar method, geodetic, etc.)		
Prepare Naval Surface Fire Support (NSFS) plots		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
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NAVIGATION

Task Objective	** Supv Init	Date
Calculate Plan of Intended Movement (PIM)		
Calculate set and drift		
Compare radar scope presentations with charts		
Compute course and speed made good		
Compute magnetic variation		
Compute swing and drag circle radii		
Correlate lookout information with radar presentations		
Develop gazetteers		
Maintain chart inventories		
Plot anchorages		
Plot Dead Reckoning (DR) tracks		
Plot ship's advance and transfer		
Plot ship's position (radar, Global Positioning System (GPS), visual, etc.)		
Plot ship's track		
Plot swept channels		
Plot swing and drag circles		
Report aids and hazards to navigation		
Validate charted depth		
Validate fix data		
Validate navigation plots		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SEARCH AND RESCUE (SAR) OPERATIONS

Task Objective	** Supv Init	Date
Calculate aerospace drift for water entry points		
Calculate datums		
Plot distress signals, bearings, and ranges		
Plot search areas for maritime Search and Rescue (SAR) operations		
Plot search patterns		
Provide man overboard information (e.g. bearing, distance, recovery options, etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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SURFACE WARFARE (SUW) OPERATIONS

Task Objective	** Supv Init	Date
Classify surface contacts		
Evaluate surface contacts		
Plot surface contacts		
Plot Surface Warfare (SUW) engagements		
Provide intercept recommendations for surface contacts		
Report surface contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)		
Report surface engagement Battle Damage Assessments (BDA)		
Track surface contacts		
Update surface contact information		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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TACTICAL SUPPORT OPERATIONS

Task Objective	** Supv Init	Date
Calculate maneuvering board solutions		
Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas		
Plot Electronic Warfare (EW) information		
Plot environmental conditions (e.g. true wind, weather, sea temperature, etc.)		
Plot operational requirements (e.g. Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)		
Report lookout (e.g. distress signals, whistles, bells, etc.)		
Update charts		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

TECHNICAL ADMINISTRATION

Task Objective	** Supv Init	Date
Draft operational messages		
Extract required information from Naval messages		
Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs		
Record magnetic variations		
Validate Casualty Reports (CASREP)		
Verify cryptographic keying material loaded		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

UNDERSEA WARFARE (USW) OPERATIONS

Task Objective	** Supv Init	Date
Compute Target Motion Analysis (TMA) solutions		
Plot Target Motion Analysis (TMA) data		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

WATCH TEAM OPERATIONS

Task Objective	** Supv Init	Date
Analyze threat weapons data		
Configure operating mode of systems (training, normal operations)		
Disseminate tactical information		
Prepare Combat Information Center (CIC)/Combat Direction Center (CDC) for special evolutions		
Transition Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness		
Update plotting and status boards		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

_____

DEPARTMENT LCPO:

_____

DEPARTMENT HEAD:

_____

COMMAND CAREER COUNSELOR:

_____

COMMAND MASTER CHIEF:

_____

COMMANDING OFFICER:

_____

PENALTY STATEMENT
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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.

Operations Specialist
Seaman Recruit to Seaman

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Operations Specialist "A" school - Ready Relevant Learning; Accession Sailors "ONLY" [1]	Great Lakes, IL	U-OS-1000	46 days	
Computer Aided Dead Reckoning Tracer (CADRT) Advanced Operator [1]	Dam Neck, VA; San Diego, CA	A-104-0015	5 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
OS A School School Modules [1]	Navy e-Learning	CSCS-OSA-500		
Radar Navigation Team Trainer [1]	CSCS Det (Various)	J-221-0344	2 days	
ASW Team Trainer Refresher [1]	CSCS Det (Various)	K-2E-1073	2 days	
Computer Aided Dead Reckoning Tracer (CADRT) Advanced Operator [1]	Dam Neck VA, San Diego CA	A-104-0015	5 days	
Sea Combat Air Controller (SCAC) (W19A) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) (W21A) [1]	Jacksonville FL	C-101-4002	18 days	
Global Command and Control System-Maritime 4.X Operator (706B) [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) [1]	Navy e-Learning	CSCS-GCCSM4-1.1		
Ship Self Defense System (SSDS) MK 1 Operator (704B) [1]	Virginia Beach, VA	A-150-0005	26 days	
Ship Self Defense System (SSDS) MK 2 Advanced Operator Course (705B) [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
LCAC Navigator Crew Training Course (701B) [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
Joint Tactical Ground Station (JTAGS) (703B) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
Track Data Coordinator (TDC) (W23A) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 [2]	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 [2]	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) [2]	Fort Bragg, NC	A-102-0202	12 days	
Navigation Fundamentals [1]	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) [1]				
W19A - Sea Combat Air Controller (SCAC) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
W21A - TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) [1]	Jacksonville FL	C-101-4002	18 days	
706B - Global Command and Control System-Maritime 4.1 Force/Unit Level Operator [1]	San Diego CA, Dam Neck VA	A-221-0201	29 days	
704B - Ship Self Defense System (SSDS) MK 1 Operator [1]	Virginia Beach, VA	A-150-0005	26 days	
705B - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Operations Specialist (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Air Warfare (AW), Submarine Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), and Search and Rescue (SAR) operations.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

Operator, Ship.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:
          6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):
Commissioning Programs Applications: (prior to submission, command endorsement):
Seaman to Admiral 21 (STA-21):   Medical Enlisted Commissioning Program (MECP):
Naval Academy: Naval Academy Preparatory School (NAPS):
Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Personnel Qualification Standard		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
319 Remote Radar Operator (REMRO)		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
301 Internal Communications Operator		
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
321 Sea Combat Air Controller (SCAC)		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
313 Remote Radar Operator (REMRO)		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Sea Combat Air Controller (SCAC)		
316 Strike Controller		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.
- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.
- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____   Weight _____   If Required (AC _____   BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____   Push-ups _____ / _____   Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [6]	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Operations Specialist, Volume 1	MNP/PQS/NRTC	NAVEDTRA 14308B		

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Communication Instructions Radiotelephone Procedures *ACP 125(F)*	
Allied Maritime Tactical Instructions And Procedures *ATP 1(E), Volume 1 (Change 2)*	
Allied Maritime Tactical Signal And Maneuvering Book *ATP 1(F) Volume II*	
Allied Antisubmarine Warfare Manual *ATP 28(C)*	
Navigation Rules and Regulations Handbook *by Navigation Rules and Regulations Handbook*	
Operations Specialist 3 *NAVEDTRA 14204*	
Operations Specialist, Volume I *NAVEDTRA 14308A*	
Radar Navigation And Maneuvering Board Manual *NIMA PUB 1310 SEVENTH ED*	
Surface Ship Passive Localization And Target Motion Analysis (U) *NTTP 3-21.36*	
Surface Ship Antisurface Warfare Tactics *NWP 3-20.3*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Multi-Link Standard Operating Procedures for Tactical Data Systems Employing Link 16, Link 11, Link 11B, IJMS, Link 1, Link 4, and ATDL-1 *ADATP-33(A)*	
Joint Brevity Words Publications *APP-7 (With Change -1)*	
Allied Naval Gunfire Support *ATP 4(F)*	
Doctrine for Amphibious Operations *ATP-8(C), Volume I*	
Tactics, Techniques and Procedures for Amphibious Operations *ATP-8 (C), Volume II*	
EKMS Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3 *EKMS 1B (With Admendment-8)*	
GCCS-M 4.0 Handbook Operator Build 4.0.2.0 P10 *GCCS-M 4.0*	
Dutton's Nautical Navigation *ISBN: 1-55750-248-X*	
Understanding Link 11 *Link 11*	
Lookout Training Handbook *NAVEDTRA 12968*	
Operations Specialist 2 *NAVEDTRA 14203*	
CTF 80 Navy Wide Optask COP *Navy Wide Optask COP*	
Bowditch, American Practical Navigator, NIMA NVPUB9 *by NIMA PUB NO. 9*	
The Naval Warfare Library *NTRP 1-01*	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Fleet Air Defense *NWP 3-01.01*	
Surface Ship Gunnery *NWP 3-20.32*	
Navy Warfare Publication Composite Warfare Doctrine *NWP 3-56*	
Preparing, Maintaining and Submitting The Ship's Deck Log *OPNAVINST 3100.7C*	

Operations Specialist
Petty Officer Third Class
(Apprentice/Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				
Computer Aided Dead Reckoning Tracer (CADRT) Advanced Operator [1]	Dam Neck, VA; San Diego, CA	A-104-0015	5 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Computer Aided Dead Reckoning Tracer (CADRT) Advanced Operator [1]	Dam Neck VA, San Diego CA	A-104-0015	5 days	
Tactical Decision Support Subsystem Advanced Operator (TDSS) [1]	Dam Neck VA	A-130-1166	5 days	
Fundamentals of Search and Rescue (SAR) Surface Ship [1]	CSCS Det (Various)	K-221-2155	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD) [1]	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD) [1]	CSCS DETs (various)	A-121-0063	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0096	5 days	
Anti-Submarine Warfare-Advanced Warfare Training [1]	CSCS Det (Various)	A-2E-0006	12 days	
ASW/ASUW Tactical Air Controller (ASTAC)/Sea Combat Air Controller (SCAC) Proficiency Maintenance [1]	CSCS Det (Various)	K-221-0078	3 days	
Integrated Air and Missile Defense C4I Self-Assessment and Groom Training (IAMD C4I SAGT) [1,3]	CSCS DETs (various)	A-101-0027	5 days	
Link Response Team Training (LRTT) [1]	CSCS Det (Various)	S-221-0057		
LCAC Navigator Crew Training Course (701B) [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
ASTAC basic preparatory; E4s must have an approved waiver [1]	CSCS Det (Various)	A-221-0097	5 days	
ASW/ASUW Tactical Air Controller (ASTAC) (W18A); E4s must have an approved waiver	Norfolk VA, San Diego CA	K-221-2503	68 days	
Sea Combat Air Controller (SCAC) (W19A) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) (W21A) [1]	Jacksonville FL	C-101-4002	18 days	
Global Command and Control System-Maritime 4.X Operator (706B) [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) [1]	Navy e-Learning	CSCS-GCCSM4-1.1		
Joint Tactical Ground Station (JTAGS) (703B) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
Ship Self Defense System (SSDS) MK 1 Operator (704B) [1]	Virginia Beach, VA	A-150-0005	26 days	
Track Data Coordinator (TDC) (W23A) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Ship Self Defense System (SSDS) MK 2 Advanced Operator Course (705B) [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 [2]	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 [2]	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) [2]	Fort Bragg, NC	A-102-0202	12 days	
Navigation Fundamentals [1]	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	
Radar Navigation Team Trainer [1]	CSCS Det (Various)	J-221-0344	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.
3 - Mobile Training Team (MTT)

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) [1]				
701B - LCAC Navigator Crew Training Course [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
W19A - Sea Combat Air Controller (SCAC) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
702B - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
W21A - TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) [1]	Jacksonville FL	C-101-4002	18 days	
703B - Joint Tactical Ground Station (JTAGS) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
704B - Ship Self Defense System (SSDS) MK 1 Operator [1]	Virginia Beach, VA	A-150-0005	26 days	
W23A - Track Data Coordinator (TDC) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
705B - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Operations Specialist (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Air Warfare (AW), Submarine Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), and Search and Rescue (SAR) operations.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

Operator, Air Controller, LCAC Navigator, Admin/Operational Staff.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address: _____ QD Phone Number: _____

Mobilization UIC: _____

Naval Reserve Activity: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

Date of Initial Entry to Military Service (DIEMS): _____ Date of Initial Entry Reserve Forces (DIERF): _____

Pay Entry Base Date (PEBD): _____

ADSD: _____ Report Date: _____ EAOS/EOS: _____ PRD: _____ SEA / SHORE: ____ / ____

PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)

Date Advanced: _____ Eligible Advancement Date: _____ Number of times up: _____

HYT Date: _____ Security Clearance Level: _____ Date Last updated: _____

Command INDOC complete: _____

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted): _____

24 Month: _____ 48 Month: _____ 60 Month: _____

Family Care Plan: _____ Mil to Mil: _____

Sailor 360: _____ Special Program: _____ Member Request: _____

HYT 24 months (Date): _____ HYT Waiver Date: _____ ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: _____ Career Waypoint not approved: _____

Rating Conversion: _____ Navy Formal Training Schools Request ("A"/"C"etc): _____

Transfer: _____ Separation: _____ Career Status Bonus (election message received): _____

Physical Fitness Test Failure: _____ Overseas Tour Extension Incentives Program (OTEIP): _____

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement: _____

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):
Commissioning Programs Applications: _____ (prior to submission, command endorsement): _____

Seaman to Admiral 21 (STA-21): _____ Medical Enlisted Commissioning Program (MECP): _____

Naval Academy: _____ Naval Academy Preparatory School (NAPS): _____

Officer Candidate School: _____

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

  1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Personnel Qualification Standard		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
318 Antisubmarine Tactical Air Controller (ASTAC)		
319 Remote Radar Operator (REMRO)		
322 Navigation Plotter		
NAVEDTRA 43513-C: TRACK DATA COORDINATOR (TDC)		
301 Track Data Coordinator - Applies to all Ship Classes		
302 Link Monitoring and Management Tool (LMMT) Interface Manager		
303 AEGIS Track Data Coordinator (TDC) - Applies to CG and DDG Ship Classes		
304 SSDS MK2 Track Data Coordinator (TDC) - Applies to CVN, LSD, LPH, LPD, and LHA Ship Classes		
305 ACDS Track Data Coordinator (TDC) - Applies to LHD Ship Classes		
NAVEDTRA 43527-C: HARPOON WEAPONS SYSTEM AN/SWG-1A (V)		
305 Harpoon Engagement Planner		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
307 Navigation Scope Operator		
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
301 Internal Communications Operator		
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
310 Navigation Scope Operator		
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
320 Strike Controller (STK CONT)		
321 Sea Combat Air Controller (SCAC)		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
312 Antisubmarine Tactical Air Controller (ASTAC)		
313 Remote Radar Operator (REMRO)		
316 Navigation Plotter		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
305 Navigation Scope Operator		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Antisubmarine Tactical Air Controller (ASTAC)		
315 Sea Combat Air Controller (SCAC)		
316 Strike Controller		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		
306 Identification Supervisor (IDS)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.

- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
Allied Maritime Tactical Instructions And Procedures *ATP 1(E), Volume 1 (Change 2)*	
Allied Naval Gunfire Support *ATP 4(F)*	
Allied Maritime Tactical Signal And Maneuvering Book *ATP 1(F) Volume II*	
Allied Antisubmarine Warfare Manual *ATP 28(C)*	
Navigation Rules and Regulations Handbook *by Navigation Rules and Regulations Handbook*	
A Unified Build User's Guide Volume 1 *JMCIS/NTCS-A-UG-001 VOL. 1*	
A Unified Build User's Guide Volume 2 *JMCIS/NTCS-A-UG-001 VOL. 2*	
Operations Specialist 2 *NAVEDTRA 14203*	
Operations Specialist 3 *NAVEDTRA 14204*	
Operations Specialist, Volume I *NAVEDTRA 14308A*	
Catalog of Maps, Charts And Related Product *NGA/DLIS E-CATALOG*	
Radar Navigation And Maneuvering Board Manual *NIMA PUB 1310 SEVENTH ED*	
Naval Warfare Publication System *NTTP 1-01(B)*	
Air Defense Planning Guide *NTTP 3-01.11*	
Surface Ship Passive Localization And Target Motion Analysis (U) *NTTP 3-21.36*	
Anti-Air Warfare Commander's Manual *NWP 3-01.10*	
Tactical Digital Information Link (TADIL) Standard Operating Procedures (Tsop) *OPNAVINST C3120.44*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Multi-Link Standard Operating Procedures for Tactical Data Systems Employing Link 16, Link 11, Link 11B, IJMS, Link 1, Link 4, and ATDL-1 *ADATP-33(A)*	
Joint Brevity Words Publications *APP-7 (With Change -1)*	
Tactics, Techniques and Procedures for Amphibious Operations *ATP-8 (C), Volume II*	
Understanding Link 11 *Link 11*	
Lookout Training Handbook *NAVEDTRA 12968*	
Bowditch, American Practical Navigator, NIMA NVPUB9 *by NIMA PUB NO. 9*	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Fleet Air Defense *NWP 3-01.01*	
Search And Rescue *ATP 10 (D) (With Change CHANGE-1)*	
Nautical Chart Symbols Abbreviations and Terms *by Chart NO. 1 (Revision-12)*	
Classified Supplement to Joint Multi-Tactical Digital Information Link (TADIL) Operating Procedures *CJCSM 6120.01F-1*	
Personnel Recovery *Joint Publication 3-50*	
Understanding Link 16 *LINK 16*	
Operations Specialist 1 & C *NAVEDTRA 14202*	
Navy Electricity and Electronics Training Series Module 18--Radar Principles *NAVEDTRA 14190A*	
Quartermaster *NAVEDTRA 14338A*	
Navy-Wide Optask Common Maritime Picture *Navy-Wide Optask Common Maritime Picture (10-10-2012)*	
Fleet Communications *NTP 4 (E)*	
DDG 51 (Flight I) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
Surface Ship SUW Tactics *NTTP 3-20.3*	
Surface Ship Harpoon Employment Manual *NTTP 3-20.71(12-2012)*	
Navy Search And Rescue Tactical Information Document (SAR TACAID) *NTTP 3-22.5-SAR-TAC*	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) *NWP 1-03.1 (Thru Change-2)*	
Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit SITREP) Procedures *OPNAVINST 3100.6J (With Change-2)*	

Operations Specialist
Petty Officer Second Class
(Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
ASTAC basic preparatory [1]	CSCS Det (Various)	A-221-0097	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD) [1]	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD) [1]	CSCS DETs (various)	A-121-0063	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0096	5 days	
Anti-Submarine Warfare-Advanced Warfare Training [1]	CSCS Det (Various)	A-2E-0006	12 days	
Integrated Air and Missile Defense C4I Self-Assessment and Groom Training (IAMD C4I SAGT) [1]	CSCS DETs (various)	A-101-0027	5 days	
Link Response Team Training (LRTT) [1]	CSCS Det (Various)	S-221-0057		
Common Operational Picture - Advanced [1]	Dam Neck VA, San Diego CA, Mayport FL, Pearl Harbor HI	A-2G-0017	5 days	
ASW/ASUW Tactical Air Controller Requalification [1]	Norfolk VA, San Diego CA	A-221-2504	19 days	
ASW/ASUW Tactical Air Controller (ASTAC)/Sea Combat Air Controller (SCAC) Proficiency Maintenance [1]	CSCS Det (Various)	K-221-0078	3 days	
Over-The-Horizon Targeting Command/Control/Communications/Computers and Intelligence (OTH-T C4I) [1]	Dam Neck, VA, San Diego, CA	K-2G-0127	5 days	
LCAC Navigator Crew Training Course (701B) [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
ASW/ASUW Tactical Air Controller (ASTAC) (W18A)	Norfolk VA, San Diego CA	K-221-2503	68 days	
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) (W21A) [1]	Jacksonville FL	C-101-4002	18 days	
Global Command and Control System-Maritime 4.X Operator (706B) [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) [1]	Navy e-Learning	CSCS-GCCSM4-1.1		
Joint Tactical Ground Station (JTAGS) (703B) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
Ship Self Defense System (SSDS) MK 1 Operator (704B) [1]	Virginia Beach, VA	A-150-0005	26 days	
Track Data Coordinator (TDC) (W23A) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Ship Self Defense System (SSDS) MK 2 Advanced Operator Course (705B) [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
Sea Combat Air Controller (SCAC) (W19A) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 [2]	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 [2]	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) [2]	Fort Bragg, NC	A-102-0202	12 days	
Air Intercept Controller (AIC) Basic Preparatory Course [1]	CSCS Det (Various)	A-221-0095	5 days	
Air Intercept Controller (W16A)	Dam Neck VA, San Diego CA	K-221-0027	40 days	
Air Intercept Controller (AIC) Intermediate [1]	Dam Neck, VA, San Diego, CA	A-221-4020	12 days	
Air Intercept Controller (AIC) Advanced [1]	Dam Neck, VA, San Diego, CA	A-221-3009	12 days	
Air Intercept Controller (AIC) Supervisor (W17A)	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
Air Intercept Controller (AIC) Fleet Laboratory Utilization [1]	CSCS Det (Various)	K-221-0044	3 days	
Navigation Fundamentals [1]	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	
Radar Navigation Team Trainer [1]	CSCS Det (Various)	J-221-0344	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
701B - LCAC Navigator Crew Training Course [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
W16A - Air Intercept Controller	Dam Neck VA, San Diego CA	K-221-0027	40 days	
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) [1]				
W18A - ASW/ASUW Tactical Air Controller (ASTAC)	Norfolk VA, San Diego CA	K-221-2503	68 days	
W19A - Sea Combat Air Controller (SCAC) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
702B - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
W21A - TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) [1]	Jacksonville FL	C-101-4002	18 days	
703B - Joint Tactical Ground Station (JTAGS) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
704B - Ship Self Defense System (SSDS) MK 1 Operator [1]	Virginia Beach, VA	A-150-0005	26 days	
W23A - Track Data Coordinator (TDC) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
705B - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Operations Specialist (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Air Warfare (AW), Submarine Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), and Search and Rescue (SAR) operations.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

Admin/Operational Staff, Air Controller, LCAC Navigator, Ship, Craft Unit, Staff, Recruiting, Recruit Division Commander, Instructor.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: 					Phone Number:

Leading Chief Petty Officer: 				Phone Number:

Leading Petty Officer: 				Phone Number:

Sponsor/Mentor: 					Phone Number:

Depart/Division Career Counselor: 			Phone Number:

Date of Initial Entry to Military Service (DIEMS): 		Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: 		Report Date: 		EAOS/EOS: 		PRD: 		SEA / SHORE: 		/

PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)

Date Advanced: 		Eligible Advancement Date: 		Number of times up:

HYT Date: 		Security Clearance Level: 		Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 		48 Month: 		60 Month:

Family Care Plan: 		Mil to Mil:

Sailor 360: 		Special Program: 		Member Request:

HYT 24 months (Date): 		HYT Waiver Date: 		☐ Approve 	☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: 		Career Waypoint not approved:

Rating Conversion: 		Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: 		Separation: 		Career Status Bonus (election message received):

Physical Fitness Test Failure: 		Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):
Commissioning Programs Applications: 		(prior to submission, command endorsement):

Naval Academy: 		Naval Academy Preparatory School (NAPS):

Officer Candidate School: 		Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): 		Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Personnel Qualification Standard		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
315 Combat Information Center Supervisor (CICS)		
316 Navigation Scope Operator		
317 Class Air Intercept Controller (AIC)		
318 Antisubmarine Tactical Air Controller (ASTAC)		
319 Remote Radar Operator (REMRO)		
322 Navigation Plotter		
323 Shipping Officer		
NAVEDTRA 43513-C: TRACK DATA COORDINATOR (TDC)		
301 Track Data Coordinator - Applies to all Ship Classes		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
302 Link Monitoring and Management Tool (LMMT) Interface Manager		
303 AEGIS Track Data Coordinator (TDC) - Applies to CG and DDG Ship Classes		
304 SSDS MK2 Track Data Coordinator (TDC) - Applies to CVN, LSD, LPH, LPD, and LHA Ship Classes		
305 ACDS Track Data Coordinator (TDC) - Applies to LHD Ship Classes		
NAVEDTRA 43527-C: HARPOON WEAPONS SYSTEM AN/SWG-1A (V)		
305 Harpoon Engagement Planner		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
307 Navigation Scope Operator		
309 Shipping Officer		
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
301 Internal Communications Operator		
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
310 Navigation Scope Operator		
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
315 Tactical Operation Plot (TOP)/Surface Watch Supervisor		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
320 Strike Controller (STK CONT)		
321 Sea Combat Air Controller (SCAC)/ Antisubmarine Tactical Air Controller (ASTAC)		
322 Air Intercept Controller (AIC)		
324 Shipping Officer		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
310 Combat Information Center Supervisor (CICS)		
311 Air Intercept Controller (AIC)		
312 Antisubmarine Tactical Air Controller (ASTAC)		
313 Remote Radar Operator (REMRO)		
316 Navigation Plotter		
317 Shipping Officer		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
305 Navigation Scope Operator		
306 Navigation Plotter		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		
311 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Antisubmarine Tactical Air Controller (ASTAC)		
315 Sea Combat Air Controller (SCAC)		
316 Strike Controller		
317 Air Intercept Controller (AIC)		
319 Shipping Officer		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		
306 Identification Supervisor (IDS)		
307 Anti-Submarine Tactical Air Controller (ASTAC)		
308 Air Intercept Controller		
310 AEGIS Weapon System Training Supervisor (TRASUP)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.
E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS
See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.
Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP
The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry
This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)
The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
   https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various [4]	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Communication Instructions Radiotelephone Procedures *ACP 125(F)*	
Allied Maritime Tactical Instructions And Procedures *ATP 1(E), Volume 1 (Change 2)*	
Allied Naval Gunfire Support *ATP 4(F)*	
Allied Antisubmarine Warfare Manual *ATP 28(C)*	
Operations Specialist 1 & C *NAVEDTRA 14202*	
Operations Specialist 2 *NAVEDTRA 14203*	
Operations Specialist 3 *NAVEDTRA 14204*	
Operations Specialist, Volume I *NAVEDTRA 14308A*	
Air Defense Planning Guide *NTTP 3-01.11*	
DDG-51 (Flight 1) Class Tactical Publication *NTTP 3-20.6.08, Volume I*	
Surface Ship Harpoon Employment Manual *NTTP 3-20.71(12-2012)*	
Surface Ship Passive Localization And Target Motion Analysis (U) *NTTP 3-21.36*	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) *NWP 1-03.1 (Thru Change-2)*	
Anti-Air Warfare Commander's Manual *NWP 3-01.10*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Multi-Link Standard Operating Procedures for Tactical Data Systems Employing Link 16, Link 11, Link 11B, IJMS, Link 1, Link 4, and ATDL-1 *ADATP-33(A)*	
Joint Brevity Words Publications *APP-7 (With Change -1)*	
Tactics, Techniques and Procedures for Amphibious Operations *ATP-8 (C), Volume II*	
Understanding Link 11 *Link 11*	
Lookout Training Handbook *NAVEDTRA 12968*	
Navigation Rules and Regulations Handbook *by Navigation Rules and Regulations Handbook*	
Bowditch, American Practical Navigator, NIMA NVPUB9 *by NIMA PUB NO. 9*	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Fleet Air Defense *NWP 3-01.01*	
Search And Rescue *ATP 10 (D) (With Change CHANGE-1)*	
Nautical Chart Symbols Abbreviations and Terms *by Chart NO. 1 (Revision-12)*	
Classified Supplement to Joint Multi-Tactical Digital Information Link (TADIL) Operating Procedures *CJCSM 6120.01F-1*	
Personnel Recovery *Joint Publication 3-50*	
Navy Electricity and Electronics Training Series Module 18--Radar Principles *NAVEDTRA 14190A*	
Quartermaster *NAVEDTRA 14338A*	
Fleet Communications *NTP 4 (E)*	
DDG 51 (Flight I) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
Surface Ship SUW Tactics *NTTP 3-20.3*	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) *NWP 1-03.1 (Thru Change-2)*	
Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit SITREP) Procedures *OPNAVINST 3100.6J (With Change-2)*	
Allied Maritime Tactical Signal And Maneuvering Book *ATP 1(F) Volume II*	
GCCS-M 4.0 Handbook Operator Build 4.0.2.0 P10 *GCCS-M 4.0*	

Operations Specialist
Petty Officer First Class
(Journeyman/Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Global Command and Control System – Maritime (GCCS-M) 4.0 Watch Officer [1]	Dam Neck VA, San Diego CA	A-221-0081	4 days	
Common Operational Picture - Advanced [1]	Dam Neck VA, San Diego CA, Mayport FL, Pearl Harbor HI	A-2G-0017	5 days	
Global Command and Control System-Maritime 4.1 Force/Unit Level Watch Officer (GCCS-M 4.1 WO) [1]	Dam Neck VA, San Diego, CA	A-221-0202	11 days	
Over-The-Horizon Targeting Command/Control/Communications/Computers and Intelligence (OTH-T C4I) [1]	Dam Neck, VA, San Diego, CA	K-2G-0127	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD) [1]	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD) [1]	CSCS DETs (various)	A-121-0063	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0096	5 days	
Anti-Submarine Warfare-Advanced Warfare Training [1]	CSCS Det (Various)	A-2E-0006	12 days	
Air Intercept Controller (AIC) Basic Preparatory Course [1]	CSCS Det (Various)	A-221-0095	5 days	
ASW/ASUW Tactical Air Controller (ASTAC)/Sea Combat Air Controller (SCAC) Proficiency Maintenance [1]	CSCS Det (Various)	K-221-0078	3 days	
Integrated Air and Missile Defense C4I Self-Assessment and Groom Training (IAMD C4I SAGT) [1]	CSCS DETs (various)	A-101-0027	5 days	
Link Response Team Training (LRTT) [1]	CSCS Det (Various)	S-221-0057		
ASW/ASUW Tactical Air Controller Requalification [1]	Norfolk VA, San Diego CA	A-221-2504	19 days	
LCAC Navigator Crew Training Course (701B) [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
Air Intercept Controller (W16A)	Dam Neck VA, San Diego CA	K-221-0027	40 days	
Air Intercept Controller (AIC) Supervisor (W17A)	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
ASW/ASUW Tactical Air Controller (ASTAC) (W18A)	Norfolk VA, San Diego CA	K-221-2503	68 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) (W21A) [1]	Jacksonville FL	C-101-4002	18 days	
Global Command and Control System-Maritime 4.X Operator (706B) [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) [1]	Navy e-Learning	CSCS-GCCSM4-1.1		
Joint Tactical Ground Station (JTAGS) (703B) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
Ship Self Defense System (SSDS) MK 1 Operator (704B) [1]	Virginia Beach, VA	A-150-0005	26 days	
Track Data Coordinator (TDC) (W23A) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Ship Self Defense System (SSDS) MK 2 Advanced Operator Course (705B) [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
Interface Control Officer (ICO) (W24A) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
Navigation Fundamentals [1]	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Sea Combat Air Controller (SCAC) (W19A) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 [2]	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 [2]	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) [2]	Fort Bragg, NC	A-102-0202	12 days	
Air Intercept Controller (AIC) Intermediate [1]	Dam Neck, VA, San Diego, CA	A-221-4020	12 days	
Air Intercept Controller (AIC) Advanced [1]	Dam Neck, VA, San Diego, CA	A-221-3009	12 days	
Air Intercept Controller (AIC) Fleet Laboratory Utilization [1]	CSCS Det (Various)	K-221-0044	3 days	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	
Radar Navigation Team Trainer [1]	CSCS Det (Various)	J-221-0344	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
701B - LCAC Navigator Crew Training Course [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
W16A - Air Intercept Controller	Dam Neck VA, San Diego CA	K-221-0027	40 days	
W17A - Air Intercept Controller (AIC) Supervisor	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) [1]				
W18A - ASW/ASUW Tactical Air Controller (ASTAC)	Norfolk VA, San Diego CA	K-221-2503	68 days	
W19A - Sea Combat Air Controller (SCAC) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
702B - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
W21A - TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) [1]	Jacksonville FL	C-101-4002	18 days	
703B - Joint Tactical Ground Station (JTAGS) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
704B - Ship Self Defense System (SSDS) MK 1 Operator [1]	Virginia Beach, VA	A-150-0005	26 days	
W23A - Track Data Coordinator (TDC) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
705B - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
W24A - Interface Control Officer (ICO) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
W09A - Landing Craft Utility Craftmaster [1]	CA, CORONADO; VA, FT EUSTIS	G-060-0613		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Operations Specialist (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Air Warfare (AW), Submarine Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), and Search and Rescue (SAR) operations.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

LPO,AICS, Air Controller, LCAC Navigator, Ship, Craft Unit, Admin/Operational Staff, Recruiting, Recruit Division Commander, Instructor.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** E7 ENLISTED SELECTION BOARD #**XXX**
      5640 TICONDEROGA LOOP BLDG 768 RM E302
      MILLINGTON TN 38055
      (Active = 360 / SELRES = 335 / FTS = 336)

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Personnel Qualification Standard		
Basic Damage Control		
Advanced Damage Control		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
Duty Section, Section Leader		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
315 Combat Information Center Supervisor (CICS)		
316 Navigation Scope Operator		
317 Class Air Intercept Controller (AIC)		
318 Antisubmarine Tactical Air Controller (ASTAC)		
319 Remote Radar Operator (REMRO)		
320 Tactical Air Control Supervisor (ACS)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
322 Navigation Plotter		
323 Shipping Officer		
324 Piloting Officer		
NAVEDTRA 43101-4F: SURFACE WARFARE OFFICER (SWO), COMBAT INFORMATION CENTER WATCH OFFICER (CICWO), OFFICER OF THE DECK (OOD) UNDERWAY (U/W), OFFICER OF THE DECK (OOD) UNDERWAY (U/W) PLATFORM ENDORSEMENT - Applies to all Ship Classes		
301 Combat Information Center Watch Officer (CICWO)		
NAVEDTRA 43513-C: TRACK DATA COORDINATOR (TDC)		
301 Track Data Coordinator - Applies to all Ship Classes		
302 Link Monitoring and Management Tool (LMMT) Interface Manager		
303 AEGIS Track Data Coordinator (TDC) - Applies to CG and DDG Ship Classes		
304 SSDS MK2 Track Data Coordinator (TDC) - Applies to CVN, LSD, LPH, LPD, and LHA Ship Classes		
305 ACDS Track Data Coordinator (TDC) - Applies to LHD Ship Classes		
NAVEDTRA 43527-C: HARPOON WEAPONS SYSTEM AN/SWG-1A (V)		
305 Harpoon Engagement Planner		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
307 Navigation Scope Operator		
308 Navigation Plotter		
309 Shipping Officer		
310 Piloting Officer		
NAVEDTRA 43398-14B: AEGIS WEAPONS SYSTEM WARFARE COORDINATOR		
301 Air Warfare Coordinator		
302 Surface Warfare Coordinator (SUWC)		
303 Anti-Submarine Warfare Coordinator (ASWC)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
301 Internal Communications Operator		
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
310 Navigation Scope Operator		
311 Navigation Plotter		
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
315 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
316 Surface Warfare Coordinator Plotter/Supervisor		
320 Strike Controller (STK CONT)		
321 Sea Combat Air Controller (SCAC)/ Antisubmarine Tactical Air Controller (ASTAC)		
322 Air Intercept Controller (AIC)		
323 Air Intercept Controller Supervisor (AICS)/Air Defense Coordinator (ADC)		
324 Shipping Officer		
325 Piloting Officer		
330 CDC Watch Officer (CDCWO)/CIC Watch Officer (CICWO)		
331 CVN Surface Watch Officer		
332 Air Defense Weapons Coordinator (ADWC)		
334 Sea Combat Watch Officer (SCWO)		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
310 Combat Information Center Supervisor (CICS)		
311 Air Intercept Controller (AIC)		
312 Antisubmarine Tactical Air Controller (ASTAC)		
313 Remote Radar Operator (REMRO)		
314 Tactical Air Control Supervisor (ACS)		
316 Navigation Plotter		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
317 Shipping Officer		
318 Piloting Officer		
319 Air Warfare Coordinator (AWC)		
320 Surface Warfare Coordinator (SUWC)		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
305 Navigation Scope Operator		
306 Navigation Plotter		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		
311 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Antisubmarine Tactical Air Controller (ASTAC)		
315 Sea Combat Air Controller (SCAC)		
316 Strike Controller		
317 Air Intercept Controller (AIC)		
318 Air Intercept Controller Supervisor (AICS)		
319 Shipping Officer		
320 Piloting Officer		
321 Antiair Warfare Coordinator (AAWC)/Ship's Antiair Warfare Coordinator (SAAWC)		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		
306 Identification Supervisor (IDS)		
307 Anti-Submarine Tactical Air Controller (ASTAC)		
308 Air Intercept Controller		
309 Air Intercept Controller Supervisor (AICS)		
310 AEGIS Weapon System Training Supervisor (TRASUP)		
311 CIC Watch Supervisor		
312 Anti-Air Warfare Coordinator (AAWC)		
314 Anti-Surface Warfare Coordinator (ASUWC)		
316 Ballistic Missile Defense Communications Operator		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.
E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS
See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.
Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP
The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry
This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)
The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
    - Reenlist-in-Rate,
    - Reenlist-in-rate, Willing to Convert
    - Convert only
    - AC to AC or FTS to FTS
    - RC to AC/FTS
    - RC to RC
    - AC/FTS to CIP (Intermission)
    - AC/FTS to Tour w/ Industry
    - SELRES option
    - Canvasser Recruiter
    - Intend to separate
    - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.
- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.
- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various [4]	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Communication Instructions Radiotelephone Procedures *ACP 125(F)*	
Allied Maritime Tactical Instructions And Procedures *ATP 1(E), Volume 1 (Change 2)*	
Allied Naval Gunfire Support *ATP 4(F)*	
Allied Antisubmarine Warfare Manual *ATP 28(C)*	
EKMS Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3 *EKMS 1B (With Admendment-8)*	
Operations Specialist 1 & C *NAVEDTRA 14202*	
Operations Specialist, Volume I *NAVEDTRA 14308A*	
Naval Warfare Publication System *NTTP 1-01(B)*	
Air Defense Planning Guide *NTTP 3-01.11*	
DDG-51 (Flight 1) Class Tactical Publication *NTTP 3-20.6.08, Volume I*	
Surface Ship Harpoon Employment Manual *NTTP 3-20.71(12-2012)*	
Surface Ship Passive Localization And Target Motion Analysis (U) *NTTP 3-21.36*	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) *NWP 1-03.1 (Thru Change-2)*	
Anti-Air Warfare Commander's Manual *NWP 3-01.10*	
Tactical Digital Information Link (TADIL) Standard Operating Procedures (Tsop) *OPNAVINST C3120.44*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Multi-Link Standard Operating Procedures for Tactical Data Systems Employing Link 16, Link 11, Link 11B, IJMS, Link 1, Link 4, and ATDL-1 *ADATP-33(A)*	
Joint Brevity Words Publications *APP-7 (With Change -1)*	
Tactics, Techniques and Procedures for Amphibious Operations *ATP-8 (C), Volume II*	
Understanding Link 11 *Link 11*	
Lookout Training Handbook *NAVEDTRA 12968*	
Navigation Rules and Regulations Handbook *by Navigation Rules and Regulations Handbook*	
Bowditch, American Practical Navigator, NIMA NVPUB9 *by NIMA PUB NO. 9*	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Fleet Air Defense *NWP 3-01.01*	
Search And Rescue *ATP 10 (D) (With Change CHANGE-1)*	
Nautical Chart Symbols Abbreviations and Terms *by Chart NO. 1 (Revision-12)*	
Classified Supplement to Joint Multi-Tactical Digital Information Link (TADIL) Operating Procedures *CJCSM 6120.01F-1*	
Personnel Recovery *Joint Publication 3-50*	
Understanding Link 16 *LINK 16*	
Navy-Wide Optask Common Maritime Picture *Navy-Wide Optask Common Maritime Picture (10-10-2012)*	
Fleet Communications *NTP 4 (E)*	
Surface Ship SUW Tactics *NTTP 3-20.3*	
Navy Search And Rescue Tactical Information Document (SAR TACAID) *NTTP 3-22.5-SAR-TAC*	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) *NWP 1-03.1 (Thru Change-2)*	
Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit SITREP) Procedures *OPNAVINST 3100.6J (With Change-2)*	
Allied Maritime Tactical Signal And Maneuvering Book *ATP 1(F) Volume II*	

Operations Specialist
Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Global Command and Control System – Maritime (GCCS-M) 4.0 Watch Officer [1]	Dam Neck VA, San Diego CA	A-221-0081	4 days	
Common Operational Picture - Advanced [1]	Dam Neck VA, San Diego CA, Mayport FL, Pearl Harbor HI	A-2G-0017	5 days	
Over-The-Horizon Targeting Command/Control/Communications/Computers and Intelligence (OTH-T C4I) [1]	Dam Neck, VA, San Diego, CA	K-2G-0127	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0059	5 days	
Global Command and Control System-Maritime 4.1 Force/Unit Level Watch Officer (GCCS-M 4.1 WO) [1]	Dam Neck VA, San Diego, CA	A-221-0202	11 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD) [1]	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD) [1]	CSCS DETs (various)	A-121-0063	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0096	5 days	
Integrated Air and Missile Defense C4I Self-Assessment and Groom Training (IAMD C4I SAGT) [1]	CSCS DETs (various)	A-101-0027	5 days	
ASW/ASUW Tactical Air Controller (ASTAC)/Sea Combat Air Controller (SCAC) Proficiency Maintenance [1]	CSCS Det (Various)	K-221-0078	3 days	
Air Intercept Controller (AIC) Basic Preparatory Course [1]	CSCS Det (Various)	A-221-0095	5 days	
ASW/ASUW Tactical Air Controller Requalification [1]	Norfolk VA, San Diego CA	A-221-2504	19 days	
Link Response Team Training (LRTT) [1]	CSCS Det (Various)	S-221-0057		
LCAC Navigator Crew Training Course (701B) [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
Air Intercept Controller (W16A)	Dam Neck VA, San Diego CA	K-221-0027	40 days	
Air Intercept Controller (AIC) Supervisor (W17A)	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
ASW/ASUW Tactical Air Controller (ASTAC) (W18A)	Norfolk VA, San Diego CA	K-221-2503	68 days	
Sea Combat Air Controller (SCAC) (W19A) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
ASW/ASUW Tactical Air Control (ASTAC) Leadership (W20A)				
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) (W21A) [1]	Jacksonville FL	C-101-4002	18 days	
Global Command and Control System-Maritime 4.X Operator (706B) [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) [1]	Navy e-Learning	CSCS-GCCSM4-1.1		
Joint Tactical Ground Station (JTAGS) (703B) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
Ship Self Defense System (SSDS) MK 1 Operator (704B) [1]	Virginia Beach, VA	A-150-0005	26 days	
Track Data Coordinator (TDC) (W23A) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Ship Self Defense System (SSDS) MK 2 Advanced Operator Course (705B) [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
Interface Control Officer (ICO) (W24A) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
Navigation Fundamentals [1]	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 [2]	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 [2]	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) [2]	Fort Bragg, NC	A-102-0202	12 days	
Air Intercept Controller (AIC) Intermediate [1]	Dam Neck, VA, San Diego, CA	A-221-4020	12 days	
Air Intercept Controller (AIC) Advanced [1]	Dam Neck, VA, San Diego, CA	A-221-3009	12 days	
Air Intercept Controller (AIC) Fleet Laboratory Utilization [1]	CSCS Det (Various)	K-221-0044	3 days	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	
Radar Navigation Team Trainer [1]	CSCS Det (Various)	J-221-0344	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) [1]				
701B - LCAC Navigator Crew Training Course [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
W17A - Air Intercept Controller (AIC) Supervisor	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
W16A - Air Intercept Controller	Dam Neck VA, San Diego CA	K-221-0027	40 days	
W18A - ASW/ASUW Tactical Air Controller (ASTAC)	Norfolk VA, San Diego CA	K-221-2503	68 days	
W19A - Sea Combat Air Controller (SCAC) [1]	Norfolk VA, San Diego CA	A-221-0001	33 days	
W20A - ASW/ASUW Tactical Air Control (ASTAC) Leadership [9]				
702B - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
W21A - TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) [1]	Jacksonville FL	C-101-4002	18 days	
703B - Joint Tactical Ground Station (JTAGS) [1]	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
704B - Ship Self Defense System (SSDS) MK 1 Operator [1]	Virginia Beach, VA	A-150-0005	26 days	
W23A - Track Data Coordinator (TDC) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
705B - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course [1]	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
W24A - Interface Control Officer (ICO) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
W09A - Landing Craft Utility Craftmaster [1]	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
725A - Combat Systems Senior Enlisted (CSSE) [1]	Virginia Beach, VA	J-500-2104	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
9 - 1. A minimum of 3 years shipboard experience is required. 2. NEC code is awarded based on advancement to E7 of personnel who hold NEC OS-0324. This will be an automatic NEC adjustment to identify senior leadership that previously held NEC OS-0324. NEC OS-0324 will be removed upon advancement to E7 except when service member is serving at sea under DNEC OS-0324. In this circumstance NEC OS-0324 will be replaced by NEC OS-0328 upon transfer to the next command. 3. Award of NEC to personnel in paygrades E-7 to E-9 that are ACC 100 shore duty as of 01 August 2008 will be handled on a case by case basis.

JOB DESCRIPTION

Oversee the day-to-day functions of the division focusing on operations, watch standers and training while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

AICS, Dept/Div LCPO, ATG, CICWO, ASTAC, CSSE, Admin/Operational Staff, Recruiting, Recruit Division Commander, Instructor.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

> NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
> PRESIDENT
> FY-**XX ACTIVE/RESERVE** E8 ENLISTED SELECTION BOARD #**XXX**
> 5640 TICONDEROGA LOOP BLDG 768 RM E302
> MILLINGTON TN 38055
> **(Active = 235 / SELRES = 205 / FTS = 206)**

> (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

   a. Request a **Career Development Board (CDB)** through your chain of command.
   b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
   c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.
   d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Personnel Qualification Standard		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
Duty Section, Section Leader		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
315 Combat Information Center Supervisor (CICS)		
316 Navigation Scope Operator		
317 Class Air Intercept Controller (AIC)		
318 Antisubmarine Tactical Air Controller (ASTAC)		
319 Remote Radar Operator (REMRO)		
320 Tactical Air Control Supervisor (ACS)		
322 Navigation Plotter		
323 Shipping Officer		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
324 Piloting Officer		
NAVEDTRA 43101-4F: SURFACE WARFARE OFFICER (SWO), COMBAT INFORMATION CENTER WATCH OFFICER (CICWO), OFFICER OF THE DECK (OOD) UNDERWAY (U/W), OFFICER OF THE DECK (OOD) UNDERWAY (U/W) PLATFORM ENDORSEMENT - Applies to all Ship Classes		
301 Combat Information Center Watch Officer (CICWO)		
NAVEDTRA 43513-C: TRACK DATA COORDINATOR (TDC)		
301 Track Data Coordinator - Applies to all Ship Classes		
302 Link Monitoring and Management Tool (LMMT) Interface Manager		
303 AEGIS Track Data Coordinator (TDC) - Applies to CG and DDG Ship Classes		
304 SSDS MK2 Track Data Coordinator (TDC) - Applies to CVN, LSD, LPH, LPD, and LHA Ship Classes		
305 ACDS Track Data Coordinator (TDC) - Applies to LHD Ship Classes		
NAVEDTRA 43527-C: HARPOON WEAPONS SYSTEM AN/SWG-1A (V)		
305 Harpoon Engagement Planner		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
307 Navigation Scope Operator		
308 Navigation Plotter		
309 Shipping Officer		
310 Piloting Officer		
NAVEDTRA 43398-14B: AEGIS WEAPONS SYSTEM WARFARE COORDINATOR		
301 Air Warfare Coordinator		
302 Surface Warfare Coordinator (SUWC)		
303 Anti-Submarine Warfare Coordinator (ASWC)		
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
301 Internal Communications Operator		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
310 Navigation Scope Operator		
311 Navigation Plotter		
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
315 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
316 Surface Warfare Coordinator Plotter/Supervisor		
320 Strike Controller (STK CONT)		
321 Sea Combat Air Controller (SCAC)/ Antisubmarine Tactical Air Controller (ASTAC)		
322 Air Intercept Controller (AIC)		
323 Air Intercept Controller Supervisor (AICS)/Air Defense Coordinator (ADC)		
324 Shipping Officer		
325 Piloting Officer		
330 CDC Watch Officer (CDCWO)/CIC Watch Officer (CICWO)		
331 CVN Surface Watch Officer		
332 Air Defense Weapons Coordinator (ADWC)		
334 Sea Combat Watch Officer (SCWO)		
335 Force Surface/Subsurface Warfare Operator		
336 Force Air Warfare Operator		
337 Force Air Defense Warfare Officer (FADWO)		
338 Force Strike Watch Officer (FSTRKWO)		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
310 Combat Information Center Supervisor (CICS)		
311 Air Intercept Controller (AIC)		
312 Antisubmarine Tactical Air Controller (ASTAC)		
313 Remote Radar Operator (REMRO)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
314 Tactical Air Control Supervisor (ACS)		
316 Navigation Plotter		
317 Shipping Officer		
318 Piloting Officer		
319 Air Warfare Coordinator (AWC)		
320 Surface Warfare Coordinator (SUWC)		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
305 Navigation Scope Operator		
306 Navigation Plotter		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		
311 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Antisubmarine Tactical Air Controller (ASTAC)		
315 Sea Combat Air Controller (SCAC)		
316 Strike Controller		
317 Air Intercept Controller (AIC)		
318 Air Intercept Controller Supervisor (AICS)		
319 Shipping Officer		
320 Piloting Officer		
321 Antiair Warfare Coordinator (AAWC)/Ship's Antiair Warfare Coordinator (SAAWC)		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		
306 Identification Supervisor (IDS)		
307 Anti-Submarine Tactical Air Controller (ASTAC)		
308 Air Intercept Controller		
309 Air Intercept Controller Supervisor (AICS)		
310 AEGIS Weapon System Training Supervisor (TRASUP)		
311 CIC Watch Supervisor		
312 Anti-Air Warfare Coordinator (AAWC)		
314 Anti-Surface Warfare Coordinator (ASUWC)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
316 Ballistic Missile Defense Communications Operator		
317 Ballistic Missile Defense Officer (BMDO)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various [4]	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
None	

Operations Specialist
Senior Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Global Command and Control System – Maritime (GCCS-M) 4.0 Watch Officer [1]	Dam Neck VA, San Diego CA	A-221-0081	4 days	
Common Operational Picture - Advanced [1]	Dam Neck VA, San Diego CA, Mayport FL, Pearl Harbor HI	A-2G-0017	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD) [1]	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD) [1]	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD) [1]	CSCS DETs (various)	A-121-0063	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missile Defense (BMD) [1]	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missile Defense (NON-BMD) [1]	CSCS DETs (various)	A-121-0096	5 days	
ASW/ASUW Tactical Air Controller (ASTAC)/Sea Combat Air Controller (SCAC) Proficiency Maintenance [1]	CSCS Det (Various)	K-221-0078	3 days	
Air Intercept Controller (AIC) Basic Preparatory Course [1]	CSCS Det (Various)	A-221-0095	5 days	
Link Response Team Training (LRTT) [1]	CSCS Det (Various)	S-221-0057		
Over-The-Horizon Targeting Command/Control/Communications/Computers and Intelligence (OTH-T C4I) [1]	Dam Neck, VA, San Diego, CA	K-2G-0127	5 days	
Global Command and Control System-Maritime 4.1 Force/Unit Level Watch Officer (GCCS-M 4.1 WO) [1]	Dam Neck VA, San Diego, CA	A-221-0202	11 days	
ASW/ASUW Tactical Air Controller Requalification [1]	Norfolk VA, San Diego CA	A-221-2504	19 days	
LCAC Navigator Crew Training Course (701B) [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
Air Intercept Controller (W16A)	Dam Neck VA, San Diego CA	K-221-0027	40 days	
Air Intercept Controller (AIC) Supervisor (W17A)	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
ASW/ASUW Tactical Air Controller (ASTAC) (W18A)	Norfolk VA, San Diego CA	K-221-2503	68 days	
ASW/ASUW Tactical Air Control (ASTAC) Leadership (W20A)				
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Global Command and Control System-Maritime 4.X Operator (706B) [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) [1]	Navy e-Learning	CSCS-GCCSM4-1.1		
Track Data Coordinator (TDC) (W23A) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Interface Control Officer (ICO) (W24A) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
Navigation Fundamentals [1]	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 [2]	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 [2]	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) [2]	Fort Bragg, NC	A-102-0202	12 days	
Air Intercept Controller (AIC) Intermediate [1]	Dam Neck, VA, San Diego, CA	A-221-4020	12 days	
Air Intercept Controller (AIC) Advanced [1]	Dam Neck, VA, San Diego, CA	A-221-3009	12 days	
Air Intercept Controller (AIC) Fleet Laboratory Utilization [1]	CSCS Det (Various)	K-221-0044	3 days	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	
Radar Navigation Team Trainer [1]	CSCS Det (Various)	J-221-0344	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
701B - LCAC Navigator Crew Training Course [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
W16A - Air Intercept Controller	Dam Neck VA, San Diego CA	K-221-0027	40 days	
W17A - Air Intercept Controller (AIC) Supervisor	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
W18A - ASW/ASUW Tactical Air Controller (ASTAC)	Norfolk VA, San Diego CA	K-221-2503	68 days	
W20A - ASW/ASUW Tactical Air Control (ASTAC) Leadership [10]				
702B - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) [1]				
706B - Global Command and Control System-Maritime 4.X Operator [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
W23A - Track Data Coordinator (TDC) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
W24A - Interface Control Officer (ICO) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
8CSC - Command Senior Chief (CMDCS) [1]	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
W09A - Landing Craft Utility Craftmaster [1]	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
725A - Combat Systems Senior Enlisted (CSSE) [1]	Virginia Beach, VA	J-500-2104	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
10 - 1. A minimum of 3 years shipboard experience is required. 2. NEC code is awarded based on advancement to E7 of personnel who hold NEC OS-0324. This will be an automatic NEC adjustment to identify senior leadership that previously held NEC OS-0324. NEC OS-0324 will be removed upon advancement to E7 except when service member is serving at sea under DNEC OS-0324. In this circumstance NEC OS-0324 will be replaced by NEC OS-0328 upon transfer to the next command. 3. Award of NEC to personnel in paygrades E-7 to E-9 that are ACC 100 shore duty as of 01 August 2008 will be handled on a case by case basis.

JOB DESCRIPTION

Oversee the day-to-day functions of the department and or division focusing on operations, watch standers and training while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

CMDCS, SEL, AICS, Dept/Div LCPO, CICWO, ASTAC-L, CSSE, Admin Operational Staff, LCAC Oper.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Command Master Chief: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** E9 ENLISTED SELECTION BOARD #**XXX**
      5640 TICONDEROGA LOOP BLDG 768 RM E302
      MILLINGTON TN 38055
         (Active = 210 / SELRES = 205 / FTS = 206)

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Personnel Qualification Standard		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
Duty Section, Section Leader		
Command Duty Officer (CDO)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
315 Combat Information Center Supervisor (CICS)		
316 Navigation Scope Operator		
317 Class Air Intercept Controller (AIC)		
318 Antisubmarine Tactical Air Controller (ASTAC)		
319 Remote Radar Operator (REMRO)		
320 Tactical Air Control Supervisor (ACS)		
322 Navigation Plotter		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
323 Shipping Officer		
324 Piloting Officer		
NAVEDTRA 43101-4F: SURFACE WARFARE OFFICER (SWO), COMBAT INFORMATION CENTER WATCH OFFICER (CICWO), OFFICER OF THE DECK (OOD) UNDERWAY (U/W), OFFICER OF THE DECK (OOD) UNDERWAY (U/W) PLATFORM ENDORSEMENT - Applies to all Ship Classes		
301 Combat Information Center Watch Officer (CICWO)		
NAVEDTRA 43513-C: TRACK DATA COORDINATOR (TDC)		
301 Track Data Coordinator - Applies to all Ship Classes		
302 Link Monitoring and Management Tool (LMMT) Interface Manager		
303 AEGIS Track Data Coordinator (TDC) - Applies to CG and DDG Ship Classes		
304 SSDS MK2 Track Data Coordinator (TDC) - Applies to CVN, LSD, LPH, LPD, and LHA Ship Classes		
305 ACDS Track Data Coordinator (TDC) - Applies to LHD Ship Classes		
NAVEDTRA 43527-C: HARPOON WEAPONS SYSTEM AN/SWG-1A (V)		
305 Harpoon Engagement Planner		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43398-14B: AEGIS WEAPONS SYSTEM WARFARE COORDINATOR		
301 Air Warfare Coordinator		
302 Surface Warfare Coordinator (SUWC)		
303 Anti-Submarine Warfare Coordinator (ASWC)		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
307 Navigation Scope Operator		
308 Navigation Plotter		
309 Shipping Officer		
310 Piloting Officer		
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
301 Internal Communications Operator		
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
310 Navigation Scope Operator		
311 Navigation Plotter		
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
315 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
316 Surface Warfare Coordinator Plotter/Supervisor		
320 Strike Controller (STK CONT)		
321 Sea Combat Air Controller (SCAC)/ Antisubmarine Tactical Air Controller (ASTAC)		
322 Air Intercept Controller (AIC)		
323 Air Intercept Controller Supervisor (AICS)/Air Defense Coordinator (ADC)		
324 Shipping Officer		
325 Piloting Officer		
330 CDC Watch Officer (CDCWO)/CIC Watch Officer (CICWO)		
331 CVN Surface Watch Officer		
332 Air Defense Weapons Coordinator (ADWC)		
334 Sea Combat Watch Officer (SCWO)		
335 Force Surface/Subsurface Warfare Operator		
336 Force Air Warfare Operator		
337 Force Air Defense Warfare Officer (FADWO)		
338 Force Strike Watch Officer (FSTRKWO)		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
310 Combat Information Center Supervisor (CICS)		
311 Air Intercept Controller (AIC)		
312 Antisubmarine Tactical Air Controller (ASTAC)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
313 Remote Radar Operator (REMRO)		
314 Tactical Air Control Supervisor (ACS)		
316 Navigation Plotter		
317 Shipping Officer		
318 Piloting Officer		
319 Air Warfare Coordinator (AWC)		
320 Surface Warfare Coordinator (SUWC)		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
305 Navigation Scope Operator		
306 Navigation Plotter		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		
311 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Antisubmarine Tactical Air Controller (ASTAC)		
316 Strike Controller		
317 Air Intercept Controller (AIC)		
318 Air Intercept Controller Supervisor (AICS)		
319 Shipping Officer		
320 Piloting Officer		
321 Antiair Warfare Coordinator (AAWC)/Ship's Antiair Warfare Coordinator (SAAWC)		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		
306 Identification Supervisor (IDS)		
307 Anti-Submarine Tactical Air Controller (ASTAC)		
308 Air Intercept Controller		
309 Air Intercept Controller Supervisor (AICS)		
310 AEGIS Weapon System Training Supervisor (TRASUP)		
311 CIC Watch Supervisor		
312 Anti-Air Warfare Coordinator (AAWC)		
314 Anti-Surface Warfare Coordinator (ASUWC)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
316 Ballistic Missile Defense Communications Operator		
317 Ballistic Missile Defense Officer (BMDO)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months		6 Months	Orders Received
MNA	MNA	MNA		Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval		Reverse Sponsor	Obligate
Mil to Mil				Relocation (FFSC)	Bonus
Family Care Plan				Medical/Dental	
Continuous Overseas Tours (COT)					
Overseas Tour Extension Incentive Program (OTEIP)					

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR) [3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention [3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
None	

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Operations Specialist
Master Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Global Command and Control System – Maritime (GCCS-M) 4.0 Watch Officer [1]	Dam Neck VA, San Diego CA	A-221-0081	4 days	
Common Operational Picture - Advanced [1]	Dam Neck VA, San Diego CA, Mayport FL, Pearl Harbor HI	A-2G-0017	5 days	
ASW/ASUW Tactical Air Controller Requalification [1]	Norfolk VA, San Diego CA	A-221-2504	19 days	
Over-The-Horizon Targeting Command/Control/Communications/Computers and Intelligence (OTH-T C4I) [1]	Dam Neck, VA, San Diego, CA	K-2G-0127	5 days	
Global Command and Control System-Maritime 4.1 Force/Unit Level Watch Officer (GCCS-M 4.1 WO) [1]	Dam Neck VA, San Diego, CA	A-221-0202	11 days	
ASW/ASUW Tactical Air Controller (ASTAC)/Sea Combat Air Controller (SCAC) Proficiency Maintenance [1]	CSCS Det (Various)	K-221-0078	3 days	
Air Intercept Controller (AIC) Basic Preparatory Course [1]	CSCS Det (Various)	A-221-0095	5 days	
LCAC Navigator Crew Training Course (701B) [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
Air Intercept Controller (W16A)	Dam Neck VA, San Diego CA	K-221-0027	40 days	
Air Intercept Controller (AIC) Supervisor (W17A)	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
ASW/ASUW Tactical Air Controller (ASTAC) (W18A)	Norfolk VA, San Diego CA	K-221-2503	68 days	
ASW/ASUW Tactical Air Control (ASTAC) Leadership (W20A)				
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
Global Command and Control System-Maritime 4.X Operator (706B) [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) [1]	Navy e-Learning	CSCS-GCCSM4-1.1		
Track Data Coordinator (TDC) (W23A) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Interface Control Officer (ICO) (W24A) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
Navigation Fundamentals [1]	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 [2]	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 [2]	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) [2]	Fort Bragg, NC	A-102-0202	12 days	
Air Intercept Controller (AIC) Intermediate [1]	Dam Neck, VA, San Diego, CA	A-221-4020	12 days	
Air Intercept Controller (AIC) Advanced [1]	Dam Neck, VA, San Diego, CA	A-221-3009	12 days	
Air Intercept Controller (AIC) Fleet Laboratory Utilization [1]	CSCS Det (Various)	K-221-0044	3 days	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	
Radar Navigation Team Trainer [1]	CSCS Det (Various)	J-221-0344	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
701B - LCAC Navigator Crew Training Course [1]	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
W16A - Air Intercept Controller	Dam Neck VA, San Diego CA	K-221-0027	40 days	
W17A - Air Intercept Controller (AIC) Supervisor	Dam Neck, VA, San Diego, CA	K-221-0015	26 days	
W18A - ASW/ASUW Tactical Air Controller (ASTAC)	Norfolk VA, San Diego CA	K-221-2503	68 days	
W20A - ASW/ASUW Tactical Air Control (ASTAC) Leadership [11]				
702B - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships [1]	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
706B - Global Command and Control System-Maritime 4.X Operator [1]	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) [1]				
W23A - Track Data Coordinator (TDC) [1]	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
W24A - Interface Control Officer (ICO) [1]	Dam Neck VA, San Diego CA	A-2G-0114	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator [1]	Dam Neck VA, San Diego CA	A-221-0203	26 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) [1]	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
W09A - Landing Craft Utility Craftmaster [1]	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
725A - Combat Systems Senior Enlisted (CSSE) [1]	Virginia Beach, VA	J-500-2104	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
11 - 1. A minimum of 3 years shipboard experience is required. 2. NEC code is awarded based on advancement to E7 of personnel who hold NEC OS-0324. This will be an automatic NEC adjustment to identify senior leadership that previously held NEC OS-0324. NEC OS-0324 will be removed upon advancement to E7 except when service member is serving at sea under DNEC OS-0324. In this circumstance NEC OS-0324 will be replaced by NEC OS-0328 upon transfer to the next command. 3. Award of NEC to personnel in paygrades E-7 to E-9 that are ACC 100 shore duty as of 01 August 2008 will be handled on a case by case basis.

JOB DESCRIPTION

Oversee the day-to-day functions of the department focusing on watchstanders and equipment maintenance while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers. Assert a command level presence to ensure your professional talents and years of experience are available to the Commanding Officer, Executive Officer, Department Heads, and the Command Master Chief.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

CMDCM, Departmental LCPO, 3M Coordinator, CSSE, Admin/Operational Staff.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Commanding Officer: Phone Number:

Executive Officer: Phone Number:

Command Master Chief: Phone Number:

Department Head: Phone Number:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Personnel Qualification Standard		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
315 Combat Information Center Supervisor (CICS)		
317 Class Air Intercept Controller (AIC)		
318 Antisubmarine Tactical Air Controller (ASTAC)		
320 Tactical Air Control Supervisor (ACS)		
NAVEDTRA 43513-C: TRACK DATA COORDINATOR (TDC)		
301 Track Data Coordinator - Applies to all Ship Classes		
302 Link Monitoring and Management Tool (LMMT) Interface Manager		
303 AEGIS Track Data Coordinator (TDC) - Applies to CG and DDG Ship Classes		
304 SSDS MK2 Track Data Coordinator (TDC) - Applies to CVN, LSD, LPH, LPD, and LHA Ship Classes		
305 ACDS Track Data Coordinator (TDC) - Applies to LHD Ship Classes		
NAVEDTRA 43527-C: HARPOON WEAPONS SYSTEM AN/SWG-1A (V)		
305 Harpoon Engagement Planner		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43398-14B: AEGIS WEAPONS SYSTEM WARFARE COORDINATOR		
301 Air Warfare Coordinator		
302 Surface Warfare Coordinator (SUWC)		
303 Anti-Submarine Warfare Coordinator (ASWC)		
NAVEDTRA 43101-4F: SURFACE WARFARE OFFICER (SWO), COMBAT INFORMATION CENTER WATCH OFFICER (CICWO), OFFICER OF THE DECK (OOD) UNDERWAY (U/W), OFFICER OF THE DECK (OOD) UNDERWAY (U/W) PLATFORM ENDORSEMENT - Applies to all Ship Classes		
301 Combat Information Center Watch Officer (CICWO)		
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
316 Surface Warfare Coordinator Plotter/Supervisor		
320 Strike Controller (STK CONT)		
321 Sea Combat Air Controller (SCAC)/ Antisubmarine Tactical Air Controller (ASTAC)		
322 Air Intercept Controller (AIC)		
323 Air Intercept Controller Supervisor (AICS)/Air Defense Coordinator (ADC)		
330 CDC Watch Officer (CDCWO)/CIC Watch Officer (CICWO)		
331 CVN Surface Watch Officer		
332 Air Defense Weapons Coordinator (ADWC)		
334 Sea Combat Watch Officer (SCWO)		
335 Force Surface/Subsurface Warfare Operator		
336 Force Air Warfare Operator		
337 Force Air Defense Warfare Officer (FADWO)		
338 Force Strike Watch Officer (FSTRKWO)		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
311 Air Intercept Controller (AIC)		
312 Antisubmarine Tactical Air Controller (ASTAC)		
314 Tactical Air Control Supervisor (ACS)		
319 Air Warfare Coordinator (AWC)		
320 Surface Warfare Coordinator (SUWC)		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
315 Antisubmarine Tactical Air Controller (ASTAC)		
316 Strike Controller		
317 Air Intercept Controller (AIC)		
318 Air Intercept Controller Supervisor (AICS)		
321 Antiair Warfare Coordinator (AAWC)/Ship's Antiair Warfare Coordinator (SAAWC)		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		
306 Identification Supervisor (IDS)		
307 Anti-Submarine Tactical Air Controller (ASTAC)		
308 Air Intercept Controller		
309 Air Intercept Controller Supervisor (AICS)		
310 AEGIS Weapon System Training Supervisor (TRASUP)		
311 CIC Watch Supervisor		
312 Anti-Air Warfare Coordinator (AAWC)		
314 Anti-Surface Warfare Coordinator (ASUWC)		
316 Ballistic Missile Defense Communications Operator		
317 Ballistic Missile Defense Officer (BMDO)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders [4]	TWMS		1 hour	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.
4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
None	

Note: **Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.**

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: http://www.navycollege.navy.mil/

How do I get started?

You already have. All your training up to this point is part of your Operations Specialist Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR OS

Recommended Associates' degrees for the Seaman
Networking & Security Management
Science Mathematics and Technology concentration Computer Information Systems
General Studies
Industrial Management Technology
Supervisory Leadership
Computer Studies

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR OS

Recommended Bachelors/Masters degrees for the Seaman
Computer Studies
Human Services
Psychology or Social Science
Public Administration

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: https://www.navycollege.navy.mil

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed $250/credit for semester hours or 18-quarter hours not-to-exceed $166.67/credit for quarter hours or, 180 clock hours not-to-exceed $16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: https://www.navycollege.navy.mil

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: https://jst.doded.mil/

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm
- DANTES: http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm
- DANTES (ACT SAT): http://www.dantes.doded.mil/examinations/college-admissions/act.html

SAMPLE DEGREE PLAN

Florida Community College

NCPDLP ROADMAP

A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~

COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581:Professional Development in the Work Environment	3						Y	
MAN2125:Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)	Credit based on individual evaluation							
Total Elective Hours----------------------------	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* Disclaimer: Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: https://diversity.defense.gov
- DOD Diversity and inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series)
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2